The Rutland Learning Trust

Providing outstanding education for all pupils – today and tomorrow!

*World-class education and care that allows every child to achieve their potential, regardless of location, prior attainment or background.*

By

Working Together  
Sustaining Excellence

Transforming Learning

By **‘Working Together** to **Sustain Excellence** and **Transform Learning’**   
we believe that we can improve outcomes for all children – today and tomorrow.

By working in this way we know that every child will be valued, cared for and have the very best chance to excel and achieve their potential.

EXECUTIVE SUPPORT   
(salary negotiable and dependent upon experience)  
Initially 2 days per week

Key responsibilities

* PA support for the Chief Executive and Chief Finance Officer
* Coordination of school and group procurement
* Trust Website
* Under the direction of the CFO, PS Financials Programme
* Bids and fund raising
* Policy development – centralisation of policies and procedures
* Coordination of statutory compliance
* Support for Facilities Manager/ Lead Premises Officer
* Support for Office Managers – Payroll, HR, Recruitment
* Support with Due Diligence procedures
* Coordinate school improvement deployment
* Data capture
* Address Audit recommendations

Essential:  
At least three years’ experience of office management/administration in schools

Full understanding of Sims.net

Competent in use of Microsoft Office Applications

Desirable:  
Working knowledge of PS Financials

Business management or equivalent qualifications e.g.

* Certificate of School Business Management (CSBM)
* Diploma of School Business Management (DSBM)
* Certificate in Financial Reporting for Academies
* Advanced Diploma in Administrative Management

If you are interested in the above position please speak to Rob in the first instance.

Closing date for expressions of interest and completed application forms: 5th May 2017  
Interviews: 12th May 2017